

Please use the attached pages as replacements for pages 88 through 94 in the Fall 2007 SRSD Data Field Descriptions.

Introduction to Fields 39a – 39c Replaces page 88 in the SRSD Data Field Descriptions. Changes to this field include:

- Added a table showing field values and relationships.

Field 39a: Parental Consent to Evaluate and Special Education Timeline to Complete Initial IEP Replaces pages 89 – 91 in the SRSD Data Field Descriptions. Changes to this field include:

- Clarification of dependencies and programming edits.

Field 39b: Result of Initial IEP Replaces pages 92 - 93 in the SRSD Data Field Descriptions. Changes to this field include:

- Clarification of dependencies and programming edits.

Field 39c: School Days Beyond Evaluation and Completion of Initial IEP Timeline Replaces pages 94 in the SRSD Data Field Descriptions. Changes to this field include:

- Clarification of dependencies and programming edits.

Introduction to Fields 39a–39c

- Field 39a: Parental Consent to Evaluate and Special Education Timeline to Complete Initial IEP.
- Field 39b: Result of Initial IEP.
- Field 39c: School Days Beyond Evaluation and Completion of Initial IEP Timeline

Data should be reported in these fields in the submission cycle in which the data for all three fields are known.

- Example 1: A student is referred for evaluation on September 3. The Individualized Education Plan (IEP) is not held until September 28 (after the fall count date but within the 30 school-day timeframe or agreed-upon written extension), and the student is found eligible. The fall record for this student will have no data in Fields 39a–39c. The spring submission will include in Field 39a code "01", Field 39b code "1", and Field 39c will be blank.
- Example 2: A student is referred for evaluation on September 3. The IEP is not held until February 28 (after the spring count date) because of a wait for documentation, and the student is found eligible. The records for both the fall and spring submissions for this student will have no data in Fields 39a–39c. The end-of-year submission will include in Field 39a, code "06"; Field 39b, code "1"; and Field 39c will contain "093" (the number of school days beyond the IEP 30-day timeline, or agreed-upon written extension).
- Example 3: A student is referred for evaluation on June 1. The last day of school for your district is June 4. The student is evaluated and the IEP is held on September 5, the second day of the new school year, and within the 30-school-day timeline, or agreed-upon written extension. The student is found eligible, but the parents refuse services. The end-of-year submission for this student will have no data in Fields 39a–39c. The fall submission for this student will include code "01" in Field 39a, code "1" in Field 39b, and Field 39c will be blank.

In all cases, the data are only submitted in one collection period. The data do not roll over from collection to collection or from year to year.

For more information, please refer to the individual field descriptions. For further assistance, please contact Dr. James Nuttall, Michigan Department of Education, Office of Special Education at 517-335-0454 or NuttallJ@michigan.gov.

Business Rules for Fields 39a–39c

Field	Format	Valid Values	Dependencies	Errors/Warnings
39a	Two-Character, leading zero	01, 02, 03, 05, 06, 07, 08, 09 May be blank	None (both 39b & 39c look back to 39a)	- If populated, must contain a valid code; fatal error otherwise.
39b	One-Character	1, 2, 4 May be blank	39a	- If populated, must contain a valid code; fatal error otherwise. - If 39a is blank, this field must be blank; fatal error otherwise. - If 39a is populated, this field must contain a valid code
39c	Three-Character	000-365 Must have leading zeros May be blank	39a	- If populated, must contain a valid code; fatal error otherwise. - If 39a contains "01" this field must be blank or contain "000"; fatal error otherwise. - If this field is populated, 39a must also be populated; fatal error otherwise.

Field 39a: Parental Consent to Evaluate and Special Education Timeline to Complete Initial IEP

Submission cycle:	Fall, spring and end of year
Field use:	Revised Administrative Rules for Special Education, R340.1722a & R 340.1721c; Individuals with Disabilities Education Act, 20 USC 1400 (PL 108-446). Sec. 614
State of Michigan office contact:	Dr. James Nuttall, 517-335-0454 or NuttallJ@michigan.gov
Field specification:	Two-character with leading zero
Record position/type:	367-368
Code/format:	<p>01 Student evaluated <u>and initial IEP held</u> within 30-school-day timeline or agreed-upon written extension. (R340.1721c)</p> <p><u>The codes listed below pertain to situations where a student's evaluation and/or initial IEP either did not occur within the 30 school-day timeline or agreed-upon written extension or was not completed:</u></p> <p>02 Child not available to evaluate</p> <p>03 Child/family moved prior to <u>completing the initial IEP</u></p> <p>04 <u>All parties agreed to extend the evaluation period</u></p> <p>05 Evaluation personnel <u>or district staff</u> unavailable to complete evaluation <u>and initial IEP</u> within the 30 school-day timeline or agreed-upon written extension.</p> <p>06 <u>Required external reports from non-district staff not received within the 30 school-day timeline or agreed-upon written extension</u></p> <p>07 <u>Student died; evaluation and/or initial IEP not completed</u></p> <p>08 Parent withdrew permission for evaluation</p> <p>09 District did not complete evaluation and/or initial IEP within the 30 school-day timeline or agreed-upon written extension for reasons other than listed</p>
Dependencies with other fields:	Field 39b: Result of Initial IEP

The information in Fields 39a/b/c applies only to the current count period. For example, if a student was referred for evaluation on September 15 and his/her initial IEP extended beyond the fall count date, the student information for these fields should be reported in the spring count. Also, if the student's IEP occurred after the spring count, the result of the student's initial IEP would be reported in the EOY 2007 count. Fields 39a/b/c are reported in the applicable count period; the information should not be carried over to the next count period.

If the student was referred at the end of the 2006-2007 school year (late May or June) and the referral extends over the summer into the 2007-2008 school year, complete Fields 39a/b/c in the 2007-2008 school year during the applicable count period.

Programming edits: If populated, this field must contain a valid code. A fatal error occurs otherwise.

Message: Field 39a contains an invalid code.

~~If Field 39a contains a valid code, data must be supplied in Field 39b: Result of Initial IEP.~~

~~If this field is populated with codes 01, 04, or 05, then Field 39b: Result of Initial IEP, requires a value. A fatal error occurs otherwise. If this field contains code 02 or 03, then Field 39b must be left blank. A fatal error occurs otherwise.~~

Definition: Parental consent to evaluate is defined in Revised Rules for Special Education, R340.1722a & R 340.1721c. After obtaining parental consent to evaluate, the school district has 30 school days to determine the student's eligibility for special education programs and services. If the student is found eligible, complete all other special education fields. This field does *not* apply to special education student re-evaluations. This field does apply each time a *non-special education* student is referred for an evaluation for eligibility for special education programs and services. The 30-day timeline or agreed-upon written extension referenced in this field applies to students who are three years of age and older.

If, on an initial IEP, the student is found *not eligible* for special education services, or the parents refuse the offered services, leave other special education fields blank. If, on an initial IEP, the student is found eligible and services are accepted, provide the required special education fields.

Definitions of Codes:

- 01 **Student evaluated and initial IEP held within 30 school-day timeline or agreed-upon written extension.** After the receipt of parental consent, the district completed the evaluation and initial IEP within the 30 school-day timeline or agreed-upon written extension.
- 02 **Child not available to evaluate.** The district made an attempt to evaluate the child, but his/her parent(s) or guardian(s) parents did not make the child available for evaluation, or the child was absent, during the 30 school-day timeline.
- 03 **Child/family moved prior to completing the initial IEP.** The child moved from the district and was unavailable for the completion of the evaluation and initial IEP.
- 04 ~~**All parties agreed to extend the evaluation period.**~~ Evaluation was not able to be completed within the 30 school-day timeline. The time for evaluation was extended by agreement between the district and the parent/guardian.
- 05 **Evaluation personnel or district staff unavailable to complete evaluation and IEP within the 30 school-day timeline or agreed-upon written extension.** School district personnel or district staff was not available to complete the evaluation and initial IEP within the 30 school-day timeline or agreed-upon written extension.

- 06 **Required external reports from non-district staff not received within the 30 school-day timeline or agreed-upon written extension. Doctors, hospitals, etc. did not respond with legally required reports needed for certification of impairment (e.g., PL, OHL, HL, and VI).**
- 07 **Student Died. Because of the death of student, evaluation and/or initial IEP were not completed.**
- 08 **Parent withdrew permission for evaluation. During the timeline the parent withdrew consent to evaluate. The evaluation process and IEP were terminated.**
- 09 **District did not complete evaluation and/or initial IEP within the 30 school-day timeline or agreed-upon written extension for a reason other than listed.**

Parental consent to evaluate is defined as follows:

R 340.1721c Scheduling individualized education plan team meeting; requesting parent participation. Rule 21c. (2) The time from referral or from receipt of parental consent to an initial evaluation to the completion of the individualized education plan or the determination of ineligibility shall not be more than 30 school days. This timeline begins upon receipt of the signed parental consent by the public agency requesting it and may be extended if agreed to by the parent and public agency.

The following message is being posted at the request of the Office of Special Education and Early Intervention Services (OSE-EIS):

The information in Field 39a: Parental Consent to Evaluate and Field 39b: Result of Initial IEP applies only to the current school year. If the student was referred during the current school year, the information is reported in the SRSD for that school year only and should not be reported the next school year.

If a student is referred for an initial evaluation for special education, both Field 39a and Field 39b must be completed. If the student was found eligible, the District should complete the required special education fields. If the student was found ineligible or the parent refused service, the district should not report any other special education information.

If you have questions concerning this information, please contact Dr. James Nuttall at (517) 335-0454 or nuttallj@michigan.gov.

Field 39b: Result of Initial IEP

Submission cycle:	Fall, spring and end of year								
Field use:	Revised Rules for Special Education, R340.1722a § 300.505 & R340.1721c; Individuals with Disabilities Education Act, 20 USC 1400 (PL 108-446). Sec. 614								
State of Michigan office contact:	Dr. James Nuttall, 517-335-0454 or NuttallJ@michigan.gov								
Field specification:	One-character								
Record position/type:	369								
Code/format:	<table><tr><td>1</td><td>Student was evaluated and found eligible</td></tr><tr><td>2</td><td>Student was evaluated and found not eligible</td></tr><tr><td>3</td><td>Student was evaluated and found eligible but parent refused services.</td></tr><tr><td>4</td><td>Initial IEP was not held because of the reason reported in Field 39a: Parental Consent to Evaluate and Special Education Timeline to Complete Initial IEP</td></tr></table>	1	Student was evaluated and found eligible	2	Student was evaluated and found not eligible	3	Student was evaluated and found eligible but parent refused services.	4	Initial IEP was not held because of the reason reported in Field 39a: Parental Consent to Evaluate and Special Education Timeline to Complete Initial IEP
1	Student was evaluated and found eligible								
2	Student was evaluated and found not eligible								
3	Student was evaluated and found eligible but parent refused services.								
4	Initial IEP was not held because of the reason reported in Field 39a: Parental Consent to Evaluate and Special Education Timeline to Complete Initial IEP								
Dependencies with other fields:	Field 39a: Parental Consent to Evaluate and Special Education Timeline to Complete Initial IEP, Field 39c: School Days Beyond Evaluation and Completion of Initial IEP Timeline Field 29: Program Participation/Eligibility I								

Programming edits: ~~If an initial IEP was held, complete Field 39a: Parental Consent to Evaluate and Special Education Timeline to Complete Initial IEP contains a valid code. When populated, this field must contain a valid code, otherwise a fatal error will occur.~~

~~Message: Field 39b contains an invalid code.~~

~~Fatal errors will also occur if this field contains an invalid code, or a valid code and Field 39a: Parental Consent to Evaluate and Special Education Timeline to Complete Initial IEP is blank.~~

~~Message: Field 39b must be blank if not reporting Field 39a.~~

~~If Field 39a: Parental Consent to Evaluate is reported, Field 39b must be completed with a valid code. A fatal error occurs otherwise.~~

~~Message: Field 39b requires a value when reporting codes in Field 39a~~

~~If this field contains a "1", then Field 29: Program Participation/Eligibility I, second position, must contain "1". A fatal error occurs otherwise. If this field contains "2" or "3", then Field 29: Program Participation/Eligibility I, second position, must contain "0". A fatal error occurs otherwise.~~

~~If Field 39a: Parental Consent to Evaluate, is reported with codes 01, 04, or 05, then this field requires a value. A fatal error occurs otherwise. If Field 39a: Parental Consent to Evaluate, is reported with code 02 or 03, then this field must be blank. A fatal error occurs otherwise.~~

Definition: On the initial Individualized Education Plan (IEP), students must be found either eligible or ineligible for special education programs and services. Special education rules state the following:

R340.1721c (2) The time from referral or from receipt of parental consent to an initial evaluation to the completion of the individualized education program or the determination of ineligibility shall not be more than 30 school days. This timeline begins upon receipt of the signed parental consent by the public agency requesting it and may be extended if agreed to by the parent and public agency.

If the student is found eligible on the initial IEP, enter code "1". If the student is found ineligible on the initial IEP, enter code "2". If, on an initial IEP, the student is found eligible and is participating in special education programs/services, provide all other required special education fields. If the student was evaluated and found eligible, but the parent refuses service, Field 39b should be coded with a "01".

~~If the student was evaluated and found eligible but the parent refuses services, enter code "3".~~

Field 39c: School Days Beyond Evaluation and Completion of Initial IEP Timeline (formerly reserved field)

Submission cycle:	Fall, spring and end of year
Field use:	Revised Administrative Rules for Special Education, R340.1722a & R 340.1721c; Individuals with Disabilities Education Act, 20 USC 1400 (PL 108-446), Sec. 614
State of Michigan office contact:	Dr. James Nuttall, 517-335-0454 or NuttallJ@michigan.gov
Field specification:	Three characters
Record position/type:	370-372, integer, right-justified
Code/format:	"000" to "365" (NNN), may be blank when not required
Dependencies with other fields:	Field 39a: Parental Consent to Evaluate and Special Education Timeline to Complete Initial IEP, Field 39b: Result of Initial IEP

Definition: ~~This field is reserved for future use.~~ Enter the number of school days that the evaluation and completion of the initial IEP went beyond the 30 school-day timeline or agreed-upon written extension.

~~Rule 21c. (2) The time from referral or from receipt of parental consent to an initial evaluation to the completion of the individualized education program or the determination of ineligibility shall not be more than 30 school days. This timeline begins upon receipt of the signed parental consent by the public agency requesting it and may be extended if agreed to by the parent and public agency.~~

~~Indicate the number of school days the initial evaluation and completion of the initial IEP went beyond the mandated 30 school-day timeline or beyond the agreed-upon written extension by the parents and the public agency.~~

Programming edits:

~~If this field is populated, Field 39a: Parental Consent to Evaluate and Special Education Timeline to Complete Initial IEP must also be populated. A fatal error will occur otherwise.~~

~~Message: Field 39a cannot be blank when reporting data in Field 39c~~

~~If Field 39a: Parental Consent to Evaluate and Special Education Timeline to Complete Initial IEP contains "01", this field must contain "000" or be blank. A fatal error will occur otherwise.~~

~~Message: Field 39c must be blank or 000 when Field 39a=01~~

~~A fatal error occurs when this field is blank and Field 39b: Result of Initial IEP contains code "1" or "2".~~

~~A fatal error occurs when a non-zero value is in this field and Field 39b is blank or contains a valid code that is not "1" or "2".~~

~~Message: Field 39c must only contain a valid value when Field 39b contains code "1" or "2".~~

~~Warning: A warning is issued when the field is not blank.~~

~~Warning message: This field contains a value when we are expecting blanks. Please verify that one or more characters have not shifted within the record.~~